

10 June 1976

MEMORANDUM FOR: Director of Training

STATINTL FROM : [REDACTED]  
Course Chairman  
SUBJECT : Course Report for Administration Directorate  
Review: Trends and Highlights #57 (5-76),  
1 - 4 June 1976

## STATINTL

The four-day Administration Directorate Review: Trends and Highlights concluded on Friday, 4 June 1976. Held at [REDACTED] this was the fifth running of the course in FY 76 and the 57th overall. The content of the course was quite similar to previous runnings with each of the major components in the Administration Directorate being represented.

a. Student Participation: Although all the sessions had students asking questions, the session with the highest level of activity was with Mr. Robert Gambino, the Director of Security, on Wednesday evening, 2 June. The session with the lowest level of participation was on the final afternoon with [REDACTED], the Executive Officer for the Administration Directorate. This was probably for two reasons--first, all the offices had been covered in depth, all questions answered thoroughly; and secondly, [REDACTED] started off by saying he wouldn't be surprised if there were no questions, the day being beautiful, and the class anxious to depart immediately at the conclusion of his presentation.

b. Student Concerns: There were no particular concerns. In fact I heard participants say over and over again what a good course it was and what a marvelous opportunity to get away and hear from the key people in the Administration Directorate.

c. Course Objectives: The class members were provided with a course evaluation which included a numerical scale to determine if the course objective had been met. On a scale

**ADMINISTRATIVE - INTERNAL USE ONLY**

Approved For Release 2001/08/13 : CIA-RDP79-01590A000400030001-9

of 1 to 7 (7 being the highest) the average for the class was 5.9; the median, 6.

**d. Observations:** Once again the class was asked to evaluate the session on the AD/MAG. In contrast to previous sessions in which it got lukewarm marks, this one received glowing comments. Although the coverage was essentially the same, I believe it was the speaker, [REDACTED] in place of [REDACTED], who was the cause of the praise. Regrettably [REDACTED] is rotating off the MAG and will not be available for future runnings of Trends.

**e. Result of Changes:** In the course report covering Trends #4-76, the coordinator recommended opening up the next running with either the DDA or A/DDA. Mr. Blake accepted our invitation and addressed the class on the first day, 1 June. Although his presentation was very informative, it stimulated few questions. As a result Mr. Blake may have wondered whether it was really worth his time to come. However, it is possible that the lack of questions was because it was the first day and because the class was somewhat awed by the presence of the man and the position he holds.

**f. Problems:** Although there were four speaker changes-- [REDACTED] Deputy for Plans and Controls, OP, vice Fred Janney, Director of Personnel; [REDACTED] ATINTL AD/MAG; [REDACTED] Technical Security Division, OS; and [REDACTED] vice [REDACTED] --there really were no problems.

As a matter of fact uneventful is the term to describe this running--unless you consider the complaint some people made about the croaking of the bull frogs keeping them awake at night!

**g. Contemplated Changes:** None at the moment.

**h. Data:** Class enrollment was 50; all offices of the Administration Directorate were represented, plus one from the DDI and four from the DDS&T. The grades ranged from GS-05 to GS-14; in age from 20 to 60; length of Agency service from two months to 27 years.

Attachments:  
Student Roster  
Course Schedule

STATINTL



UNCLASSIFIED

Approved For Release 2001/08/13 : CIA-RDP79-01590A000400030001-9

 SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report for Administration Directorate Review: Trends and Highlights #57 (5-76), 1-4 June 1976

FROM:

Course Chairman

EXTENSION

NO.

2452

DATE

14 June 1976

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED

FORWARDED

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/IMB 926 C of C		6/14	RJ
2. C/II 926 C of C	14 JUN 1976		CR
3. C/TSS 826 C of C	16 June 76		BS
4. C/PPG 1016 C of C	21 June 76		WT
5. EX/O 1026 C of C	6/21		MM
6. DDTR 1026 C of C	21 JUN 1976	6/21	J
7. DTR 1026 C of C	28 JUN 1976	JUN 1976	J
8. C/II 926 C of C	28 JUN 1976	1976 NS/285	7/85
9. C/IMB 926 C of C			
10. Course Chairman	1 Jul 76		R
11. File			
12.			
13.			
14.			
15.			

Since no comments were added since '76 and C/I II has seen it, this is now returned for your files.

Approved For Release 2001/08/13 : CIA-RDP79-01590A000400030001-9

A  
1

ADMINISTRATION DIRECTORATE REVIEW:  
TRENDS AND HIGHLIGHTS

Course #5-76

(Fifty-seventh Running)

1 - 4 June 1976

Seminar Room, Administration Building

25X1A

Intelligence Institute  
OFFICE OF TRAINING

25X1A

Course Administrator:

Training Assistant :

OFFICE: Room 926 Chamber of Commerce Building, Extension 2452

ADMINISTRATION DIRECTORATE REVIEW:  
TRENDS AND HIGHLIGHTS

Objective

The objective of the course is to update  
DDA careerists' knowledge and understanding of  
current activities, problems and trends in the  
Directorate and its various offices.

ADMINISTRATION DIRECTORATE REVIEW:  
TRENDS AND HIGHLIGHTS #5-76

1 - 4 June 1976

Tuesday, 1 June

0945 Check In

25X1A 1000 - 1020 Welcome [REDACTED]

25X1A The course begins with a welcome from the Director [REDACTED] and staff whose hospitality you will be enjoying this week. Our speaker will also take the opportunity to briefly explain the missions, functions and location [REDACTED] 25X1A

25X1A [REDACTED] 25X1A

1030 - 1130 Overview of the Agency

[REDACTED] Office of Training 25X1A

1130 - 1200 Course Administration

25X1A [REDACTED] ✓

1200 - 1245 Lunch

1245 - 1330 Film: "Printing for Intelligence" ✓

1330 - 1430 Overview of the Administration Directorate

John F. Blake  
Deputy Director for  
Administration

This week will be spent in learning the detailed trends and highlights of the operations of the components of the Administration Directorate. It is also necessary to examine the broad trends. Mr. Blake will survey current issues and problems which confront the Directorate and its operations. He will identify those factors which are likely to influence or change the future course of DDA activities.

Tuesday, 1 June (continued)

1445 - 1545	Training Agency Personnel	[REDACTED] Deputy Director of Training	25X1A
One of the major concerns of DDA careerists is to learn what types of training are available to Agency officers. [REDACTED] will describe new training requirements and what is being done to meet them.			25X1A
1600 - 1645	The Freedom of Information Act, the Privacy Act and Their Impact on CIA	[REDACTED] Chief, Information and Privacy Staff	25X1A
The Freedom of Information Act and the more recent Privacy Act have already had considerable impact on the working methods and procedures of Government agencies, including CIA. [REDACTED] will examine these acts, noting CIA's reaction to them. He will explore some of the problems raised for future management and personnel.			25X1A

SOCIAL HOUR AND DINNER

1900	The Agency and its People in the 70s	[REDACTED] <u>F.W.M. Jenney</u> Director of Personnel DP/PLANS + CONTROL / OP	25X1A
The Agency is using new tools for personnel management -- Annual Personnel Plan (APP) and Personnel Development Program (PDP). Our speaker will describe these and offer his views on trends which affect personnel management in the Agency.			

Wednesday, 2 June

0830 - 0930 Agency Financial Operations

Thomas B. Yale  
Director of Finance

Agency financial operations are quite complex. Our speaker will describe some of them to you. He will also cover new streamlining techniques and the increasing use of computers which have been adopted by Finance to perform routine tasks.

0945 - 1045

CIA's Computer Systems

Clifford D. May, Jr.  
Director, Office of  
Joint Computer Support

The computer is here to stay in the Agency -- as an information processor, as an analytical tool, and as an aid to managers and management. As you have probably already discovered, the computer is increasingly affecting your working lives in CIA. The Director of OJCS will acquaint you with current Agency uses of computer systems and will describe the role and responsibilities of his Office. He will discuss his views on future use in the Agency, and will explain how to get computer support and assistance from his Office.

25X1A

1100 - 1200

Developments in our  
Medical Services

[REDACTED]  
Chief, Professional  
Services, OMS

This will be an open forum on the features of the Agency's medical program. Our speaker will cover the various facets of this program from both the headquarters and overseas standpoint.

1200 - 1300

Lunch

25X1A

1300 - 1400

Records Management in CIA

[REDACTED]  
CIA Associate Records  
Management Officer  
and DC/ISAS

The Information Systems Analysis Staff (ISAS) is responsible for planning and directing Agency-wide records management programs. These programs consist of phases of records management from Creation (directives, forms, classification/declassification, and word processing); to Use and

Wednesday, 2 June (continued)

Maintenance (files systems, supplies and equipment, and micrographics); to Disposition (appraisal, records control schedules, vital records, storage of non-current records, disposal of obsolete records, and the preservation of permanent records). [REDACTED] will highlight these programs and explore trends that will influence CIA records management in the future.

25X1A

1415 - 1515

CIA Archives and Records  
Center Operations

[REDACTED]  
Chief, Archives and  
Records Center

25X1A

Since the Agency's Archives and Records Center [REDACTED] we have an opportunity to visit it. Our visit will consist of a walking tour and will be conducted by members of the Archives and Records Center Staffs. The tour will give a behind-the-scene view of both these records management functions.

25X1A

1530 - 1630

Equal Employment  
Opportunity in CIA

Omega J.C. Ware, Jr.  
Director, Equal  
Employment Opportunity,  
CIA

The Director of Central Intelligence is firmly committed to achieve equal employment opportunities for all CIA employees. During this session, our speaker will present the record of minority employment in CIA, discuss the goals and problems established by the DCI for raising the level of minority employment, indicate the progress toward the goal of equal employment opportunity, and finally, describe the role all Agency supervisors have in helping the Agency reach the goals.

#### SOCIAL HOUR AND DINNER

1900

The Office of Security, Part I

Robert W. Gambino  
Director of Security

The Office of Security touches our lives in many ways because we work in a national security organization. Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in all branches of security -- personnel, technical and physical. He will examine new challenges and the changing nature of the security threat that faces the Agency today.

Thursday, 3 June

0830 - 0915 Film: "Damage Report"

0930 - 1030 Polygraph Operations

[REDACTED]  
Polygraph Branch

25X1A

One of the most important techniques used in vetting operational assets in our Agency is the polygraph technique. [REDACTED] of the Polygraph Branch will describe the technique and how it is applied in the Agency and will also discuss research and development in this field of activity.

1040 - 1200 Technical Counter Measures

[REDACTED]  
-Chief, Technical Security Division

25X1A

Hostile intelligence services constantly strive to penetrate U.S. installations overseas -- one method is by audio penetration -- these attempts become increasingly skillful. [REDACTED] will demonstrate countermeasures used in the effort to prevent, detect, or neutralize these penetration attempts.

1200 - 1300 Lunch

1300 - 1400 MBO in the Administration Directorate

[REDACTED]  
Special Assistant to the Director of Training

25X1A

Our speaker formerly Assistant for Resources, DD/A, will discuss the basic MBO theory; variations of its theory; the problems in institutional MBO systems in the public sector; and finally, the DD/A MBO System -- what we're doing now and some perspectives for the future.

1415 - 1515 The Office of Logistics

James McDonald  
Director of Logistics

As the world situation has changed in the last two years, and as CIA's role has changed to match, the Office of Logistics has had to modify its operations to meet these changes. Our speaker will describe some of these modifications and will identify significant factors that he believes will influence future logistic activities.

Thursday, 3 June (continued)

1530 - 1630 DDA Management and  
Advisory Group

25X1A



In 1973 the Deputy Director for Management and Services established the Management and Services Advisory Group (MSAG). Now called the Administration Directorate Management Advisory Group (ADMAG), its purpose is to identify and study issues and problems affecting plans, programs and actions of the Administration Directorate and to make recommendations.

SOCIAL HOUR AND DINNER

1900 Support to Station  
Operations

25X1A



A panel of senior Agency officers chosen from the DDA and the DDO will explore the support provided by the Administration Directorate at both the headquarters and the overseas station level. The Special Support Assistant will provide an overview of DDA support describing his role in assuring adequate and timely support to the DDO and in serving as a focal point for the DDO and the DDA in resolution of problems of mutual concern. A second panel member who is Chief of Support for a large area division will survey the many functions and activities of the headquarters element in support of overseas stations and discuss those which most occupy his attention and time. The third member will discuss the management of an overseas installation in terms of operational as well as administrative matters.

Friday, 4 June

25X1A 0830 - 0845 Travel [REDACTED]

0845 - 0945 Communications in the  
Next Decade

[REDACTED]  
Chief, Communications  
Operations

25X1A

25X1A Your visit [REDACTED] will begin with an overview of the Office of Communications by [REDACTED]. Our speaker will describe some very interesting new technologies being employed to meet the rising demand for vital communications during a period of declining resources.

0945 - 1000 Coffee Break

1000 - 1215 Training in Agent and  
Staff Communications

25X1A

25X1A The Chief [REDACTED] will briefly describe the activities of this modern and technically advanced complex and its neighbor, the Laboratory, where agent communications equipment is made. Following his remarks, the class will be divided into groups and will tour the training facilities.

25X1A 1215 - 1230 Return [REDACTED]

1230 - 1300 Lunch

1300 - 1330 Preparation of Evaluations

1330 Wrap Up

[REDACTED]  
Executive Officer

25X1A

This week you have had the opportunity to hear from key personnel in the Administration Directorate and to broaden your knowledge of its operations. During this last session our speaker would like to discuss any questions and problems which are of particular interest and concern to you.

25X1A

Approved For Release 2001/08/13 : CIA-RDP79-01590A000400030001-9

**Next 3 Page(s) In Document Exempt**

Approved For Release 2001/08/13 : CIA-RDP79-01590A000400030001-9